



## **ACTON PLANNING BOARD**

### **Minutes of Meeting**

**August 21, 2012**

**Town Hall – Faulkner Room 204**

Planning Board members attending: Mr. Ryan Bettez (Chairman), Mr. Jeff Clymer (Vice Chair), Mr. Ray Yacouby (Clerk) Mr. Roland Bourdon, Mr. Derrick Chin, Ms. Kim Montella, Ms. Margaret Woolley Busse, and Associate Member Mr. Rob Bukowski. Also present: Assistant Planner Ms. Kristen Domurad-Guichard, and Planning Board Secretary Ms. Kim Gorman.

Mr. Bettez called the meeting to order at 7:35 PM.

#### **I. Citizens Concerns**

None raised.

#### **II. Consent Agenda**

The draft minutes of 6/19/2012 were approved as amended; 2<sup>nd</sup>; all in favor.

#### **III. Reports**

**CPC:** Mr. Bourdon reported the Draft 2011 Community Preservation Plan is completed. Some changes were needed to be made to be consistent with State regulations.

**EDC:** Mr. Chin reported the EDC is updating the business sign instruction sheet for businesses in Town. The committee met with HDC and received good suggestions.

**WRAC:** Mr. Clymer reported Mr. Bukowski is the new associate. The committee is working on getting the draft bylaw completed and will be planning to have a public hearing.

**Acton 2020:** Ms. Busse will be putting a post on the town website and sending out an email for new recruits.

#### **IV. PH – Verizon Wireless Sign Special Permit – 295 Main Street**

Mr. Bettez opened and immediately moved to continue the sign special permit of Verizon Wireless at 295 Main Street application public hearing to September 18, 2012 at 8:30pm in Room 204 at the Town Hall, Mr. Yacouby 2<sup>nd</sup>, all in favor.

#### **V. Appt. Ellsworth Village (Fenton, timed appointment)**

Mr. Fenton returned to the Planning Board regarding 2 pedestrian walkways required by the Ellsworth Village Senior Residence Special Permit and shown on the approved Plan. The 1<sup>st</sup> walkway would be from Ellsworth Village to Town land behind the Brookside Shops and the 2<sup>nd</sup> walkway would be from the end of Brabrook Road to Wetherbee Plaza on Great Road in the East Acton Village.

Board members stated they had visited the site.

Board members reviewed and discussed staff documents.

Mr. Fenton restated that the Ellsworth Village Condominium Association voted its preference that the walkways be eliminated and does not wish to build them. Mr. Fenton also noted legal concerns regarding maintenance of the walkways during the winter season.

Board members stated the walkways are neither a compelling location nor an ideal access for walkways.

Board members stated there is already a plan for installation of a sidewalk bump-out on Brabrook Road.

Ms. Busse motioned to deem the requested amendment, to remove the requirement to build both pedestrian walkways, as minor in nature as it does not warrant a public hearing. and to grant the requested amendment to remove the pedestrian boardwalk and walkway from the Plan and to modify

Section 2.11 of the Original Decision as they found the location of the walkways to be sited in an area that was not compelling enough to foster a connection between the Ellsworth Village neighborhood and East Acton Village. Mr. Clymer 2<sup>nd</sup>, all in favor.

**VI. Discussion – Kelley’s Corner Improvement (MassWorks Grant)**

Board members reviewed and discussed the pedestrian improvement concept plan for Kelley’s Corner. Ms. Guichard explained the plan was supplied from the Engineering Department. Board members discussed utility relocation, sidewalks, walking paths from the schools and future upgrades. Ms. Guichard stated that the Planning and Engineering Department plan to apply for a MassWorks Infrastructure grant, but acknowledged they may not receive funding this round as more surveying work and further design plans are needed.

**VII. Discussion – Zoning for Outdoor Merchandise Display and Sales**

Board members stated they will revisit at the next meeting.

**VIII. Discussion – Sidewalk fund payments in lieu of sidewalk construction**

Board members reviewed staff’s chart and previous contributions. Board members discussed current policy. Board members decided to keep current policy.

**IX. Discussion – Solar photovoltaic facilities, zoning amendment (first draft)**

Ms. Guichard stated the documents are a first rough draft. Board members discussed the documents and will revisit at the next meeting.

**X. 9/4 meeting agenda (currently no scheduled appointments or public hearings)**

September 9, 2012 meeting has been cancelled.

**XI. Administrative Update**

Ms. Guichard explained the Approval Not Required (ANR) plan for 9 & 11 Wyndcliff Drive. Ms. Guichard explained that Mr. Bartl was able to review the 1<sup>st</sup> draft of the ANR but had asked for revisions. Since Mr. Bartl began his vacation, the ANR could be approved and signed by the Planning Board members. Mark Shulman (Lexington Holdings, LLC) owner and applicant was present. Board members reviewed and discussed the ANR.

Mr. Bourdon motioned to approve the ANR as amended, 2<sup>nd</sup>; all in favor.

Mr. Bettez, Mr. Clymer, Ms. Busse and Mr. Bourdon signed the ANR.

Motion to adjourn the meeting, 2<sup>nd</sup>, voted at 9:40 PM.